

Frequently Asked Questions – McREL Online Evaluation System

Topic	Questions	Answer
Observation Number	How do I change the observation number?	1. Click on the Pencil icon next to Observation Name . 2. Type in the number for the observation you’re completing (e.g., observation 4). 3. Click on the Disc icon.
Evaluator Observations and Teacher Comments	What do I do once I am done with the teacher observation, and have reviewed it with the teacher?	Once you are done with your teacher observation and reviewed it with the teacher : <ul style="list-style-type: none"> • You must sign off at the bottom of the form, using the checkbox for the electronic signature (evaluator first and then the teacher). <u>The teacher will sign off in the evaluator’s screen/login.</u> • There will be NO warning if you have missed a Standard. • Click Save and Done after the teacher checks the box for the electronic signature. • Check thoroughly before signing (Is the Teacher Status correctly identified? Is punctuation accurate? (Note: A cut/paste sometimes causes odd characters to be added. Are all files, links and artifacts properly displaying?)) When you go back to the Rubric page of the observation <ul style="list-style-type: none"> • <u>DO NOT</u> check this off as being completed. • The “Pri Status” may be marked as either “edit” or “all done” but not “lock teacher.” The “edit” or “all done” mode will allow the teacher to log on and submit comments.
Teacher responsibilities after observation is done	What does a teacher do when an observation is completed by the Evaluator?	When the teacher logs on and chooses the observation <ul style="list-style-type: none"> • She/he will go to bottom of the form and electronically sign, using the check box. • They will then be able to add comments in the NARROW BAR at the bottom (not in the box immediately below the signatures). • When the teacher is done with the comments they will click on the Submit Comments button at the end of the narrow bar.

		<ul style="list-style-type: none"> • The teacher must change the “Tea Status” to “Completed” by using the drop down box labeled “Pri,” then selects “Completed.” <ul style="list-style-type: none"> ○ Once a teacher adds comments, an email is sent directly to the evaluator. The teacher will receive a warning that an email is sent to the evaluator, and asked if they want to continue. ○ Upon receiving the email, the evaluator goes into the observation and checks the box that comments have been received. ○ If the evaluator hasn’t already done so, you may change the “Tea Status” by using the dropdown box “Pri Status” and selecting “All Done.” This is done from the Rubric Screen, <u>not</u> at the observation page. ○ Then set the date. ○ Then click “Approved and Completed by the Principal.”
<p>Printing – check boxes</p>	<p>Why are the check boxes not showing when I print my self assessment?</p>	<p>See Frequently Asked Questions (FAQ) for the North Carolina Educator Evaluation System 3/15/2011 Page 7</p> <p>Your Background Printing must be turned on. <u>See directions below on how to turn your background printing on or contact your IT department.</u> It is possible that your IT department has removed privileges that allow you to choose background printing. <i>If you are using Windows 7 you must implement BOTH a and b in option 2:</i></p> <ol style="list-style-type: none"> 1. Internet Explorer (IE) 7 on any version of Windows: Go to Tools>Internet Options>Advanced tab>scroll to Printing>check the box next to Print background colors and images>click Apply>click Ok 2. Internet Explorer (IE) 8 on any version of Windows (both a & b): <ol style="list-style-type: none"> a) Go to Tools>Internet Options>Advanced tab>scroll to Printing>check the box next to Print background colors and images>click Apply>click Ok b) Go to Tools>File>Page Setup...>check the box next to Print background colors and images>click Apply>click Ok 3. Firefox: On the File menu, click Page Setup. On

		<p>the Format & Options tab>Options>select Print background (colors & images)>click Ok</p> <p>4. Safari: On the File menu, click Print. On the Copies & Pages pop-up menu, click Safari. Select Print Backgrounds. Click Ok</p> <p><i>[If you do not see the menu options in IE as defined above try right clicking on the header bar just above a tab in IE. You will see checkmarks next to active and visible features in IE. Select Menu Bar.]</i></p>
Printing	<p>My LEA or school district has disabled Background Printing for all computer users throughout the entire district. How can I still get a printed copy of NCEES forms since I cannot enable Background Printing?</p>	<p>See Frequently Asked Questions (FAQ) for the North Carolina Educator Evaluation System 3/15/2011 Page 7</p> <p><u>Effective 2/14/2011 we have enabled a PDF print option to bypass background printing functions:</u></p> <ol style="list-style-type: none"> 1) Open the form just as you would any other time. 2) Select the Print button in the upper left side. 3) The printable version will open in a new browser window. Look for the following buttons at the top of the printable rubric: 4) Select Print to PDF, instead of Print. 5) You will be prompted by the browser's security notification feature to accept the download. 6) Select the security notification itself and choose download file as depicted above. 7) There is a chance where if too much time passes prior to selecting Download File you will need to select Print as PDF again. 8) This prompt will follow: Save the PDF file to a desired location on your computer where you can find it and navigate back to it. The PDF can be renamed to a title of your own choice. <u>Take great care to make sure the files extension (.pdf) is kept as part of the name at the end of the file name.</u>
Password	<p>What do I need to do if I forget my password?</p> <p>Do you have any</p>	<ol style="list-style-type: none"> 1. Go to the McREL online page 2. Click "Lost Password" 3. Follow the instructions. 4. The password will be sent to the email address you provided to our office. 5. Write the password down in a secure place so you can access it every year. <p>1. You may also want to consider writing your UID on</p>

	suggestions of how I can remember my UID?	your calendar or in a safe and secure place so you can access it every year.
Adding Teacher Comments for the “Rubric for Evaluating Teachers”	How can I type in the comment section to record my comments if the field is locked?	Suggestions: <ol style="list-style-type: none"> 1. Teacher will type their comments using “Word or Works” and email it to the evaluator. 2. Evaluator will print the comments and attach it to the hard copy of the Rubric for Evaluating Teachers, and mail to the Office of Early Learning, TLU. 3. Evaluator will login and go to Rubric for Evaluating Teachers, scroll to the bottom of the form, click “Comments attached.” Click “Saved” and “Done.”
PDP – teacher access	How can I (teacher) type in the standards and elements section if the field is locked?	<ol style="list-style-type: none"> 1. The McREL system will <u>not</u> allow teachers to type in the <u>standards and elements section</u>. 2. The teacher will type the number for the standard and letter for the element under the “Goal” <i>section</i>. “S” will indicate the standard. (e.g., Goal 1, S2b and Goal 2, S3a).
PDP	The McREL system generated more than 3 standards and/or elements for my (teacher’s) performance ratings of “Developing?” How do I determine which goals to address?	Suggestions: <ol style="list-style-type: none"> 1. The teacher will only choose 2 to 3 goals from the generated list. 2. The teacher can prioritize and choose the standard and element he/she would like to work on for 2011-12. 3. The teacher can work with the evaluator, mentor and/or site administrator to determine the goals he/she should work on first.
Training	What should I do if I did not attend one of the four trainings for the McREL Online Teacher Evaluation?	Suggestions: <ol style="list-style-type: none"> 1. Teachers can work with their mentor, evaluator or colleague (phone, free Go-to-Meeting, email). 2. Teachers can print a copy of the “Teacher Directions” manual and follow the steps in the McREL system. 3. In the future, teachers will demonstrate Standard 1 – Leadership by checking their email at least weekly and plan to attend the required professional development.

Reassigned teachers	What should I do if I (evaluator) was assigned a teacher from another evaluator?	<ol style="list-style-type: none"> 1. You will NOT be assigned to these teachers in McREL. The original evaluator will remain “attached” to the reassigned teacher in McREL for this program year. Do NOT enter the data into the McREL Online Evaluation System. 2. “Newly reassigned” Evaluator submits only <u>hard copies</u> of (a) last observation; (b) Summary Evaluation Results; and the (c) PDP (unless the SP I's mentor submits, or the SP II teacher submits these to the OEL/TLU). 3. If any of these teachers have a license that will expire this year (June 30, 2011), notify Cindy Wheeler immediately.
McREL Online Evaluation System	What should I do if the mentor is listed as the principal?	This would be for purposes of signing the PDP. Go ahead and sign as the mentor and the principal.
Sites appear twice after observation is completed	What should I do if the site appears twice after I (evaluator) completed the observation and summary rating form?	McREL will be notified of this problem.